

STATE PERSONNEL BOARD AGENDA



JULY 22, 2008

SACRAMENTO, CA



MEMORANDUM

DATE: July 10, 2008

TO: ALL INTERESTED PARTIES

FROM: STATE PERSONNEL BOARD – Executive Office

SUBJECT: Notice and Agenda for the July 22, 2008, Meeting of the State Personnel Board

PLEASE TAKE NOTICE that on July 22, 2008, at the offices of the California State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, the State Personnel Board will hold its regularly scheduled meeting.

The attached Agenda provides a brief description of each item to be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in open sessions are open to those interested in attending. Interested members of the public who wish to address the Board on an open session item may request the opportunity to do so.

Should you have questions or wish to obtain a copy of any materials related to items considered in the open sessions, please visit the SPB website at www.spb.ca.gov or contact staff in the Secretariat's Office via mail at State Personnel Board, 801 Capitol Mall, Room 566, Sacramento, California 95814 or by calling (916) 653-1028.

Secretariat's Office

Attachment



BOARD MEETING – JULY 22, 2008 ¹

**9:00 a.m. – 10:30 a.m.
(Or upon completion of business)**

ALL TIMES ARE APPROXIMATE

Public and Closed Session Location

801 Capitol Mall, Room 150
Sacramento, CA 95814

¹ Sign Language Interpreter will be provided for Board Meeting upon request – contact Secretariat at (916) 653-1028.

OPEN SESSION OF THE STATE PERSONNEL BOARD

9:00 a.m.

- 1. ROLL CALL**
- 2. REPORT OF THE EXECUTIVE OFFICER**
- Suzanne M. Ambrose
- 3. REPORT OF THE CHIEF COUNSEL**
- Elise S. Rose
- 4. REPORT ON LEGISLATION**
- Carol Ong
- 5. NEW BUSINESS**
Items may be raised by Board Members for scheduling and discussion for future meetings.
- 6. DISCUSSION OF UPCOMING BOARD MEETING SCHEDULED FOR AUGUST 4-5, 2008, IN SACRAMENTO, CALIFORNIA.**

9:10 a.m.

CLOSED SESSION OF THE STATE PERSONNEL BOARD

- 7. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS**
Deliberations to consider matters submitted at prior hearing.
[Government Code Sections 11126(c)(3), 18653(3)]
- 8. DELIBERATION ON NON-EVIDENTIARY CASES AND ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES**
Deliberations on proposed, rejected, remanded, and submitted decisions, petitions for rehearing, and other matters related to cases heard by Administrative Law Judges of the State Personnel Board or by the Board itself.
[Government Code sections 11126(c)(3), 18653]
- 9. PENDING LITIGATION**
Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial.
[Government Code sections 11126(e)(1), 18653.]

California Highway Patrol, et al. v. State Personnel Board, et al.
Sacramento Superior Court
Case No. 34-2008-00002G14-CU-WM-GDS

California Department Corrections and Rehabilitation, et al. v. State Personnel Board, et al.
Sacramento Superior Court
Case No. 34-2007-00883875-CU-WM-GDS

Patrick McCollum v. State of California
United States District Court, Northern District of California
Case No. C 04-03339 CRB

Plata, et al. v. Schwarzenegger, et al.
Case No. C01-1351 TEH

10. **RECOMMENDATIONS TO THE LEGISLATURE**
Deliberations on recommendations to the Legislature.
[Government Code section 18653]
11. **RECOMMENDATIONS TO THE GOVERNOR**
Deliberations on recommendations to the Governor.
[Government Code section 18653]

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

BOARD ACTIONS:

12. **ADOPTION OF THE STATE PERSONNEL BOARD SUMMARY MINUTES OF THE MAY 27 and JUNE 10, 2008, BOARD MEETINGS.**
13. **RESOLUTION EXTENDING TIME PURSUANT TO GOVERNMENT CODE SECTION 18671.1**
14. **SUBMITTED ITEMS**
These items have been taken under submission by the State Personnel Board at a prior meeting and may be before the Board for a vote at this meeting.
 - A. **PERSONAL SERVICES CONTRACT NO. 08-03**
Appeal by the Union of American Physicians & Dentists from Executive Officer's February 4, 2008, Decision approving six Personal Services Contracts for Psychiatric Services (Ratification of Board's vote on 6/10/08).
 - B. **PERSONAL SERVICES CONTRACT NO. 08-04**
Appeal of the California State Prison Medical Care System Receiver from the Executive Officers' February 14, 2008,

disapproval of six personal services contracts for recreation and occupational therapist services.

15. EVIDENTIARY CASES

A. BOARD CASES SUBMITTED

These items have been taken under submission by the State Personnel Board at a prior meeting.

(1) CASE NO. 06-0817A

Appeal from dismissal

Classification: Industrial Relations Counsel IV

Department: Department of Industrial Relations

Proposed decision rejected March 25, 2008.

Transcript prepared.

Oral argument set for June 9-10, 2008, Sacramento.

Oral argument continued.

Oral argument heard July 8, 2008, Sacramento.

Case ready for decision by FULL Board.

B. ORAL ARGUMENTS

These cases will be argued at this meeting or will be considered by the Board in closed session based on written arguments submitted by the parties.

NONE

C. CHIEF COUNSEL RESOLUTIONS, REMANDS, STIPULATIONS, OTHER

NONE

D. ADMINISTRATIVE LAW JUDGES' PROPOSED DECISIONS

The Board Administrative Law Judges (ALJ) conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

PROPOSED DECISIONS

These are ALJ proposed decisions submitted to the Board for the first time.

(1) CASE NO. 06-2469

Appeal from demotion

Classification: Correctional Lieutenant

Department: Department of Corrections and Rehabilitation

(2) CASE NO. 07-1415

Appeal from dismissal

Classification: Correctional Officer

Department: Department of Corrections and Rehabilitation

(3) CASE NO. 07-1865

Appeal from dismissal

Classification: Psychiatric Technician

Department: Department of Developmental Services

(4) CASE NO. 07-1941

Appeal from rejection during probation

Classification: Correctional Officer

Department: Department of Corrections and Rehabilitation

(5) CASE NO. 07-2805

Appeal from dismissal

Classification: Motor Vehicle Field Representative

Department: Department of Motor Vehicles

(6) CASE NO. 06-0393

Appeal from dismissal

Classification: Correctional Officer

Department: Department of Corrections and Rehabilitation

(7) CASE NO. 07-5070

Appeal from one step reduction in salary for six months

Classification: Correctional Lieutenant

Department: Department of Corrections and Rehabilitation

(8) CASE NO. 05-2303

Appeal from ten percent reduction in salary for 13 months

Classification: Parole Agent I, Adult Parole

Department: Department of Corrections and Rehabilitation

- (9) **CASE NO. 06-2521**
Appeal from ten work day's suspension
Classification: Correctional Sergeant
Department: Department of Corrections and Rehabilitation
- (10) **CASE NO. 07-2763**
Appeal from ten percent reduction in salary for 24 months
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (11) **CASE NO. 07-3877**
Appeal from rejection during probation
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (12) **CASE NO. 07-1329**
Appeal from dismissal
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (13) **CASE NO. 06-1951E**
Appeal from denial of discrimination complaint
Classification: Field Examiner I
Department: Agricultural Labor Relations Board
- (14) **CASE NO. 07-3077**
Appeal from dismissal
Classification: Mail Machine Operator II
Department: Department of Motor Vehicles

E. PETITIONS FOR REHEARING

ALJ PROPOSED DECISIONS ADOPTED BY THE BOARD

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

- (1) **CASE NO. 06-1387P**
Appeal from dismissal
Classification: Physician and Surgeon (Correctional Facility)

Department: Department of Corrections and Rehabilitation

(2) **CASE NO. 06-4241P**

Appeal from demotion

Classification: Disability Evaluation Analyst

Department: Department of Social Services

(3) **CASE NO. 07-0101EP**

Appeal from whistleblower retaliation complaint

Classification: Registered Nurse

Department: Department of Developmental Services

(4) **PSC SPB File NO. 07-011(a)**

Petition for rehearing filed by the International Union of Operating Engineers, Unit 12 to be granted or denied

Department: California Science Center

F. PENDING BOARD REVIEW

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

(1) **CASE NO. 06-2706A**

Appeal from dismissal

Classification: Correctional Sergeant

Department: Department of Corrections and Rehabilitation

Proposed decision rejected December 4, 2007.

Transcript prepared.

Oral argument set for August 4-5, 2008, Sacramento.

(2) **CASE NO. 04-1782A**

Appeal from constructive medical suspension

Classification: Correctional Counselor I

Department: Department of Corrections and Rehabilitation

Proposed decision rejected June 24, 2008.

Pending transcripts.

(3) **CASE NO. 07-3744PA**

Appeal from dismissal

Classification: Staff Services Analyst

Department: Department of Justice

Proposed decision rejected July 8, 2008.
Pending transcripts.

(4) CASE NO. 06-2737PA

Appeal from dismissal

Classification: Correctional Sergeant

Department: Department of Corrections and
Rehabilitation

Petition for rehearing granted April 22, 2008.

Transcripts prepared.

Oral argument set for August 4-5, 2008, Sacramento.

(5) CASE NO. 07-4470

Appeal from twenty-two working days suspension

Classification: Correctional Officer

Department: Department of Corrections and
Rehabilitation

Proposed decision rejected May 13, 2008.

Transcripts prepared.

Oral argument set for September 2-3, 2008, Sacramento.

(6) CASE NO. 07-2581

Appeal from rejection during probation

Classification: Correctional Officer Cadet

Department: Department of Corrections and
Rehabilitation

Proposed decision rejected on May 13, 2008.

Transcripts prepared.

Oral argument set for September 2-3, 2008, Sacramento.

(7) CASE NO. 07-1295

Appeal from dismissal

Classification: Fire Apparatus Engineer-Paramedic

Department: Department of Forestry and Protection

Proposed decision rejected on May 13, 2008.

Transcripts prepared.

Oral argument set for September 2-3, 2008, Sacramento.

(8) CASE NO. 07-2966E

Appeal from discrimination complaint

Classification: Environmental Planner

Department: Department of Transportation

Proposed decision rejected May 13, 2008.
Transcripts prepared.
Oral argument set for September 2-3, 2008, Sacramento.

(9) CASE NO. 07-2189A

Appeal from non-punitive termination
Classification: Vocational Instructor (Welding),
Correctional Facility.
Department: Department of Corrections and
Rehabilitation

Proposed decision rejected March 4, 2008.
Transcript prepared.
Oral argument set for June 9-10, 2008, Sacramento.
Oral argument continued.
Oral argument set for August 4-5, 2008, Sacramento.

16. NON-EVIDENTIARY CASES

A. WITHHOLD APPEALS

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

WITHHOLD FROM CERTIFICATION
CASES NOT HEARD BY A STAFF HEARING OFFICER

(1) CASE NO. 07-1838N

Classification: Correctional Officer
Department: Department of Corrections and
Rehabilitation

(2) CASE NO. 06-4094N

Classification: Cadet
Department: California Highway Patrol

(3) CASE NO. 06-2584N (*Remanded from 4/7 Board*)

Classification: Correctional Officer
Department: Department of Corrections and
Rehabilitation

- (4) **CASE NO. 07-0538N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (5) **CASE NO. 06-4330N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (6) **CASE NO. 07-0583N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (7) **CASE NO. 06-4095N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (8) **CASE NO. 07-1269N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (9) **CASE NO. 07-1258N**
Classification: Youth Correctional Officer
Department: Department of Corrections and Rehabilitation
- (10) **CASE NO. 07-0531N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (11) **CASE NO. 06-4170N**
Classification: Youth Correctional Counselor
Department: Department of Corrections and Rehabilitation
- (12) **CASE NO. 06-4057N**
Classification: Cadet
Department: California Highway Patrol

B. MEDICAL AND PSYCHOLOGICAL SCREENING APPEALS

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

CASES HEARD BY STAFF HEARING OFFICER

- (1) **CASE NO. 06-3963N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
- (2) **CASE NO. 07-1701N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
- (3) **CASE NO. 06-1889N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
- (4) **CASE NO. 06-2739N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
- (5) **CASE NO. 07-1663N**
Classification: Cadet
Department: California Highway Patrol
- (6) **CASE NO. 06-1631N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
- (7) **CASE NO. 06-2191N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
- (8) **CASE NO. 06-4167N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation

**C. EXAMINATION APPEALS, MINIMUM QUALIFICATIONS, MERIT
ISSUE COMPLAINTS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

NONE

**D. RULE 211 APPEALS, RULE 212 OUT OF CLASS APPEALS,
VOIDED APPOINTMENT APPEALS**

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

RULE 211

(1) CASE NO. 06-4766N

Classification: Caltrans Equipment Operator II

Department: Department of Transportation

**E. REQUEST TO FILE CHARGES CASES, PETITION FOR
REHEARING**

Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

NONE

17. NON-HEARING AGENDA

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing. Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code section 18500 et seq.) and Article VII of the California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters

outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend that the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.

(1) ALTERNATE RANGE CRITERIA (ARC) 24, 25, 269 AND 323, DEPARTMENT OF TRANSPORTATION

The Department of Transportation proposes revisions to ARC 24 (Environmental Planner), ARC 25 (Transportation Planner), ARC 269 (Right of Way Agent), and ARC 323 (Rail Transportation Assistant), to mirror the recent changes to the Staff Services Analyst classification.

(2) STAFF PSYCHIATRIST, CORRECTIONAL AND REHABILITATIVE SERVICES (SAFETY); SENIOR PSYCHIATRIST (SPECIALIST), CORRECTIONAL AND REHABILITATIVE SERVICES, (SAFETY); SENIOR PSYCHIATRIST (SUPERVISOR), CORRECTIONAL AND REHABILITATIVE SERVICES (SAFETY); CHIEF PSYCHIATRIST, CORRECTIONAL AND REHABILITATIVE SERVICES, (SAFETY).

The Department of Corrections and Rehabilitation proposes a correction to the February 22, 2008 board item regarding the above classes to address information that was inadvertently omitted from the original item.

- B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.**

THE DEPARTMENT OF PERSONNEL ADMINISTRATION AND STATE PERSONNEL BOARD propose to abolish the following unused classifications, which have been vacant for more than twenty-four months. Departments that utilize the class as well as the appropriate union have no objection to the abolishment of these classes. When classes are proposed to be abolished which are part of a class series, and other classes within the series will continue to be used, the class specification is included in the board item.

<u>Title</u>	<u>Class Code</u>
Staff Supervisor Bureau of Milk Pooling	4293
Administrative Officer, District Agricultural Association	4831
Chief, Food and Drug Science Section	5472
Assistant Director (Medical), Department of Health Services, CEA	0658

18. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions. The first section lists position actions that have been proposed and are currently under consideration. Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Merit Operations Division of the State Personnel Board, and the department proposing the action. To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication. In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and the State Personnel Board approves it, the action becomes effective without further action by the Board. The second section of this portion of the Agenda reports those position actions that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

A. REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS CURRENTLY UNDER CONSIDERATION

(1) CHIEF, INTERNAL AUDITS

The California Department of Public Health proposes to allocate the above position to the CEA category. Under the direction of the Directorate, the incumbent plans, organizes, and directs internal audits, confidential investigations, and performance reviews for the Department.

(2) DEPUTY COMPTROLLER

The California Housing Finance Agency proposes to allocate the above position to the CEA category. The position plans, organizes and directs the Bond and Fiscal Administration Section of the Fiscal Services Division. The incumbent is responsible for bond administration, financial reporting, fiscal systems, homeownership loan accounting and purchasing accounting operations, and tax compliance and annual financial audits.

(3) DIRECTOR OF FISCAL OPERATIONS

The California Department of Food and Agriculture proposes to allocate the above position to the CEA category. The position manages the financial, legislative, administrative, and fair intervention functions for the Division of Fairs and Expositions. The incumbent provides fiscal and policy oversight to the Network of California Fairs, also called District Agricultural Associations and ensures compliance with laws and regulations, and the best use of available funding and other services.

(4) CHIEF, INVESTIGATIONS BRANCH

The Department of Social Services proposes to allocate the above position to allocate the above position to the CEA category, on a permanent basis. This CEA allocation was previously approved on a limited-term basis. The Chief, Investigations Branch is responsible for managing and directing the activities of the centralized Investigations Branch responsible for meeting divisional and Departmental investigative goals.

B. EXECUTIVE OFFICER DECISIONS REGARDING REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS

(1) PROJECT MANAGEMENT OFFICER

The California Department of Corrections and Rehabilitation, Plata Health Care Services' request to allocate the above position was approved effective June 24, 2008.

(2) PROJECT INFORMATION OFFICER – NEW CONSTRUCTION

The California Department of Corrections and Rehabilitation, Plata Health Care Services' request to allocate the above position was approved effective June 24, 2008.

(3) DIRECTOR, FIELD SUPPORT DIVISION

The California Department of Corrections and Rehabilitation, Plata Health Care Services' request to allocate the above position was approved effective June 24, 2008.

(4) PROJECT DIRECTOR, FISCAL INTERMEDIARY MEDICAID MANAGEMENT INFORMATION SYSTEM

The California Department of Health Care Services' request to allocate the above position was approved effective June 24, 2008.

(5) SENIOR VICE PRESIDENT OF SOUTHERN CALIFORNIA CLAIMS

The State Compensation Insurance Fund's request to allocate the above position was approved effective June 24, 2008.

(6) SENIOR VICE PRESIDENT OF NORTHERN CALIFORNIA CLAIMS

The State Compensation Insurance Fund's request to allocate the above position was approved effective June 24, 2008.

(7) SENIOR VICE PRESIDENT OF SPECIAL CLAIMS OPERATIONS

The State Compensation Insurance Fund's request to allocate the above position was approved effective June 24, 2008.

(8) CHIEF, INVESTMENT POLICY AND BUSINESS SUPPORT DIVISION

The California Public Employees' Retirement System's request to allocate the above position was approved effective June 24, 2008.

(9) DEPUTY DIRECTOR, "NEW START" PRISON TO EMPLOYMENT SECTION

The California Department of Corrections and Rehabilitation's request to allocate the above position was approved effective June 24, 2008.

A D J O U R N M E N T

DATE: July 22, 2008

TO: STATE PERSONNEL BOARD

FROM: BOB MEANS
Personnel Management Analyst
Department of Transportation

REVIEWED BY: DEBRA THOMPSEN, Office Chief
Classification and Hiring Services
Department of Transportation

SUBJECT: Revisions to the Alternate Range Criteria for Environmental Planner,
Environmental Planner (Archeology), Environmental Planner
(Architectural History), Environmental Planner (Natural Sciences),
Transportation Planner, Right Of Way Agent, and Rail Transportation
Assistant

SUMMARY OF ISSUES:

Proposed revisions to Alternate Range Criteria 24, 25, 269, and 323 affiliated with the classes Environmental Planner, Environmental Planner (Archeology), Environmental Planner (Architectural History), Environmental Planner (Natural Sciences), Transportation Planner, Right Of Way Agent, and Rail Transportation Assistant. The proposed revisions are patterned after the recent changes made to Staff Services Analyst (General) Alternate Range Criteria and will allow for the effective recruitment of college graduates.

CONSULTED WITH:

Bill Bronte, Department of Transportation
Bimla Rhinehart, Department of Transportation
Chris Hatfield, Department of Transportation
Jay Norvell, Department of Transportation
Joan Sollenberger, Department of Transportation
Sheila Mone, Department of Transportation
Joey Herrera, Department of Personnel Administration
Barbara Hudson, Department of Personnel Administration
Janet Wight, Department of Conservation
Jennifer Dong, Department of Water Resources
Daphne Baldwin, State Personnel Board
Dave Lopez, State Personnel Board

In accordance with the terms of the DPA/SEIU contract, DPA has notified the union in writing of this proposal.

CLASSIFICATION CONSIDERATIONS:

On July 10, 2007, the State Personnel Board adopted revisions to the Staff Services Analyst (General) class to allow for the effective recruitment of college graduates. This item proposes similar revisions to the Right of Way Agent, Transportation Planner, Environmental Planner, Environmental Planner (Archeology), Environmental Planner (Architectural History), Environmental Planner (Natural Sciences), and Rail Transportation Assistant classifications used by the Department of Transportation (Department) to enhance the recruitment of college graduates. It is critical that the Department maintain these classifications because the duties performed and the education required are essential to the development of transportation projects.

Specific changes include the following:

Amend the Alternate Range Criteria (ARC) for Right of Way Agent, Transportation Planner, Rail Transportation Assistant and Environmental Planner including the specialties of Archeology, Architectural History and Natural Sciences, and to enhance the recruitment of college graduates.

The revised ARC patterns closely correspond to the Staff Services Analyst (General) classification. The exception is Range B of ARC 269 proposed for Right of Way Agent. The proposed criteria for Right of Way Agent identifies three years of applicable experience versus the eighteen months of outside experience found in the Staff Services Analyst (General) ARC. Current Minimum Qualifications (MQ's) in Pattern II for the Right Of Way Agent class requires two years of experience and an Associate of Arts degree (experience may be substituted on a year-for-year basis). Current Right of Way ARC patterns requires either three or four years of applicable experience and equivalent to graduation from college (experience may be substituted on a year-for-year basis). The Department proposes to retain the three years of experience for movement to Range B in order to maintain consistency with the current MQ's and ARC.

RECOMMENDATIONS:

Effective July 31, 2008, the following recommendations are adopted by the State Personnel Board.

1. That the proposed Alternate Range Criteria for the classes of Right of Way Agent, Transportation Planner, Environmental Planner, Environmental Planner (Archeology), Environmental Planner (Architectural History), Environmental Planner (Natural Sciences), and Rail Transportation Assistant as shown in this calendar be adopted.
2. That the Alternate Range Criteria for these classes be amended as follows:

ENVIRONMENTAL PLANNER - ALTERNATE RANGE CRITERIA 24

Range A. This range shall apply to ~~incumbents~~ individuals who do not meet the criteria for payment in Range B or Range C.

Range B. This range shall apply to persons who have satisfactorily completed the equivalent of six months of an Environmental Planner (Range A) or six months of experience performing planning activities in a governmental, urban or regional setting with duties similar to those of an Environmental Planner. ~~or have completed one year of graduate work in social science, natural science, or the environmental design arts. (Less than one year of graduate work cannot be combined with experience in meeting the criteria for Range B)~~

Range C. This range shall apply to ~~individuals~~ persons who have graduated from a recognized four-year accredited college or university; or who have satisfactorily completed the equivalent of 12 months of Environmental Planner (Range B) experience; or may apply to persons who have the equivalent of 18 months of satisfactory experience outside the State service in a governmental, urban or regional setting performing duties similar to those of an Environmental Planner.

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.674, except that upon movement to Range C, the provisions of DPA Rule 599.676 shall apply.

TRANSPORTATION PLANNER - ALTERNATE RANGE CRITERIA 25

Range A. This range shall apply to individuals ~~incumbents~~ who do not meet the criteria for payment in Range B or Range C.

Range B. This range shall apply to persons who have satisfactorily completed the equivalent of six months of Transportation Planner (Range A) experience or six months of experience performing transportation planning activities in a governmental, regional, or local setting with duties similar to those of a Transportation Planner, Community or Land Use Planner. ~~or have completed one year of graduate work in transportation planning, economics, urban studies, geography, public administration, sociology, regional planning, civil engineering, or regional studies, urban planning, city planning, public policy, or environmental policy or studies. (Less than one year of graduate work cannot be combined with experience in meeting the criteria for Range B.)~~

Range C. This range shall apply to persons who have graduated from a recognized four-year accredited college or university or who have satisfactorily completed the equivalent of 12 months of experience in transportation planning beyond that required for appointment to Range B as a Transportation Planner (Range B) or may apply to persons who have 18 months of satisfactory experience outside of the State service performing transportation planning duties similar to those of a Transportation Planner, Community or Land Use Planner.

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.674, except that upon movement to Range C, the provisions of DPA Rule 599.676 shall apply.

RIGHT OF WAY AGENT - ALTERNATE RANGE CRITERIA 269

Range A. This range shall apply to ~~incumbents~~ individuals who do not meet the criteria for payment in Range B.

Range B. This range shall apply to ~~incumbents~~ individuals who have graduated from a recognized four-year accredited college or university or satisfactorily completed 12 months as a Right of Way Agent, Range A or ~~either:~~
~~Experience: have three years of experience performing duties in a governmental or public utility setting similar to those of a Right of Way Agent in the acquisition of lands and rights of way for governmental or public utility use including at least one year of experience negotiating for the donation or purchase of lands, improvements and rights of way for transportation facilities, or other public purposes. or Experience: Four years of experience in appraisal or acquisition work involving fair market value as applied to transfer and sale of real property. (Experience in real estate sales or transfers will not be considered equivalent to the right of way appraisal or acquisition work referred to in this requirement.) and Education: Equivalent to graduation from college (additional qualifying experience may be substituted for the required education on a year for year basis).~~

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.674, except that upon movement to Range B, the provisions of DPA Rule 599.676 shall apply.

RAIL TRANSPORTATION ASSISTANT -- ARC 323

Range A. This range shall apply to persons who do not meet the criteria for Range B or Range C.

Range B. This range shall apply to persons who have satisfactorily completed the equivalent of six months of Rail Transportation Assistant (Range A) experience or six months' experience performing rail transportation activities in a governmental, regional, or local setting with duties similar to those of a Rail Transportation Assistant. ~~or who have completed one year of graduate work in transportation planning, economics, urban studies, geography, public administration, sociology, regional planning, civil engineering, or environmental policy or studies. (Less than one year of graduate work cannot be combined with experience in meeting the criteria for Range B.)~~

Range C. This range shall apply to persons ~~who have satisfactorily completed the equivalent of 12 months of experience in the California State service in rail transportation beyond that required~~

for appointment to Range B who have graduated from a recognized four-year accredited college or university or who have satisfactorily completed 12 months as a Rail Transportation Assistant (Range B) or may apply to persons who have 18 months of satisfactory experience outside of the State service performing duties similar to those of a Rail Transportation Assistant.

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.674, except for movement from Range B to C, the provisions of DPA Rule 599.676 shall apply.

DATE: July 22, 2008

TO: STATE PERSONNEL BOARD

FROM: Sandi Sale, Staff Personnel Program Analyst
Department of Personnel Administration

REVIEWED BY: Belinda Collins, Chief
Classification and Compensation Division
Department of Personnel Administration

SUBJECT: Proposed Corrections to the February 22, 2008, Psychiatrist
Correctional and Rehabilitative Services Board Item

SUMMARY OF ISSUES:

The California Department of Corrections and Rehabilitation (CDCR) is requesting to amend the February 22, 2008, Psychiatrist board item to address the reallocation of current incumbents that meet the revised minimum qualifications which were inadvertently omitted from the original board item. Additionally, pertinent qualifications language was added for clarification (class specification attached).

BACKGROUND:

The 5-member Board adopted the board item at its February 22, 2008, board meeting. It was recently determined that the reallocation of employees was not appropriately addressed within the original resolution narrative, thus CDCR is requesting to amend the board item. Incorporating additional language into the original resolution will resolve this matter.

Additionally, due to a clerical error, narrative was inadvertently omitted in the minimum qualifications section.

CONSULTED WITH:

Jennifer Nolan, CDCR, Office of Personnel Services
Kathy Olson, CDCR, Office of Personnel Services
Joey Herrera, Department of Personnel Administration
Jacquelyn Cervantes, Department of Personnel Administration
Daphne Baldwin, State Personnel Board
Dave Lopez, State Personnel Board
Zeggy Williams, Union of American Physicians and Dentists

In accordance with the terms of the Department of Personnel Administration/Union of American Physicians and Dentist (UAPD) contract, DPA has notified the union in writing of this revision and they are in support of this amendment.

RECOMMENDATIONS:

That the proposed revised Staff Psychiatrist, Correctional and Rehabilitative Services, (Safety); Senior Psychiatrist (Specialist), Correctional and Rehabilitative Services, (Safety); Senior Psychiatrist (Supervisor), Correctional and Rehabilitative Services, (Safety); Chief Psychiatrist, Correctional and Rehabilitative Services, (Safety) class specification as shown in this calendar be adopted.

That the following resolution be adopted effective February 22, 2008:

RESOLUTION:

WHEREAS the State Personnel Board on February 22, 2008, adopted the revised safety classes indicated below in Column II; and the duties and responsibilities of these classes were substantially included in the existing classes indicated below in Column I; and

WHEREAS the knowledge and abilities required for the classes indicated below in Column II were substantially tested for in the examinations for the corresponding classes indicated in Column I: Therefore be it

RESOLVED, That any person in the Department of Corrections and Rehabilitation with civil service status in one of the classes indicated in Column I on February 22, 2008, and who meet the minimum qualifications of the appropriate class as indicated in Column II shall be reallocated and hereby granted the same civil service status in that class without further examination.

<u>Column I</u>	<u>Column II</u>
Staff Psychiatrist, Correctional Facility	Staff Psychiatrist, Correctional and Rehabilitative Services (Safety)
Senior Psychiatrist, Correctional Facility (Specialist)	Senior Psychiatrist (Specialist), Correctional and Rehabilitative Services (Safety)
Senior Psychiatrist, Correctional Facility (Supervisor)	Senior Psychiatrist (Supervisor), Correctional and Rehabilitative Services (Safety)

Chief Psychiatrist, Correctional Facility

Chief Psychiatrist, Correctional
and Rehabilitative Services
(Safety)

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code: SF38
Class Code: 9758
Established: 7/1/06
Revised: 2/22/08
Title Changed: --

STAFF PSYCHIATRIST, CORRECTIONAL AND REHABILITATIVE SERVICES (SAFETY)

DEFINITION

Under general direction, in a State correctional facility or outpatient clinic in the California Department of Corrections and Rehabilitation or where Department of Mental Health is used as a contractor to provide diagnostic and treatment services, to perform responsible psychiatric work or in a review, evaluation, or consultative capacity; to maintain order and supervise the conduct of inmates or youthful offenders; to protect and maintain the safety of persons and property; and to do other related work.

DISTINGUISHING CHARACTERISTICS

Employees in this class may work in any of the State correctional facilities or outpatient clinics in either an institution or a parole setting. Employees may also be used in headquarters or field offices in a review and/or consultative capacity.

In a correctional setting not having extensive psychiatric services, a Staff Psychiatrist may be the only psychiatrist on staff and provide all psychiatric services with assistance from other health care providers. Direction of a general nature may be received from a chief medical officer, typically on matters of clinical policies and regulations. Administrative direction only may be received from the Warden or Regional Administrator.

Staff Psychiatrists working in institutions or outpatient clinics which provide extensive psychiatric services work under the general direction of a psychiatrist of a higher level.

Staff Psychiatrists are responsible for making definitive diagnoses and treatment decisions. They also may be assigned general medical work in addition to their psychiatric duties.

Staff Psychiatrist is the entry and journey person level psychiatrist class in State service. Higher level psychiatrist classes involve either supervisory or training and teaching responsibilities.

TYPICAL TASKS

In a correctional setting, examines and diagnoses psychiatric patients; determines type of psychiatric and general medical treatment needed; administers psychiatric treatment with assistance, as necessary, from other health care providers; performs general medical and surgical work; performs clinical psychiatric duties; makes clinical rounds and reviews progress of patients; prescribes changes in treatment when indicated; consults, as necessary, with supervisory psychiatrist on unusual, complex, or serious cases, or presents such cases to a clinical conference for advice or decision; may instruct and supervise interns, residents, and other health care providers, and personnel assigned for special training; participates in staff conferences and clinics; documents care provided in psychiatric/medical records; may provide relatives with information concerning patients in person or by correspondence; may perform research in psychiatry; and may serve periodically as officer-of-the-day.

In a headquarters or field office capacity, reviews, examines, and diagnoses psychiatric patients and patient records and files in mental health programs to determine progress, effectiveness, and/or appropriateness of treatment services offered; determines and recommends the type and degree of psychiatric and general medical treatment needed; provides clinical consultation to psychiatric staff in mental health programs on unusual, complex, or serious problems and cases where technical expertise is needed; consults with the Director and staff of a mental health program on correctional psychiatric matters; designs evaluation tools to ensure quality control of State correctional programs; consults with staffs of programs supported by the State concerning psychiatric problems; develops consultative-collaboration efforts with departments within the California Health and Human Services Agency, as well as the Department of Education, in matters relating to the mental health needs of the State; maintains order and supervises the conduct of persons committed to the California Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves, others, or to property; maintains security of working areas and work materials; and inspects premises and searches inmates or youthful offenders for contraband, such as weapons or illegal drugs.

MINIMUM QUALIFICATIONS

Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Medical Board of California or the Board of Osteopathic Examiners will be

admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.) and

Either Pattern I

Possession of a valid certificate in psychiatry issued by the American Board of Psychiatry and Neurology.

Or Pattern II

Satisfactorily completed specialized training requirements in psychiatry in programs that are either accredited by the Accreditation Council for Graduate Medical Education (ACGME), or certified by the Royal College of Physicians and Surgeons of Canada. Two patterns of training are acceptable:

Either I

Completion of a four-year residency program in psychiatry accredited by the ACGME. (Exception: Any applicant who completed a residency program in psychiatry that was accredited by the ACGME, or certified by the Royal College of Physicians and Surgeons of Canada at the time the applicant completed the residency will qualify under this pattern of training upon Department of Corrections and Rehabilitation verification that all residency requirements were successfully completed, and if all other requirements are met.)

Or II

Completion of a broad-based clinical year of ACGME-accredited training program in internal medicine, family medicine, or pediatrics; or an ACGME-accredited transitional year program that included a minimum of four months of primary care; or an ACGME-accredited residency in a clinical specialty requiring comprehensive and continuous patient care. and

Three years of postgraduate, specialized residency training in an ACGME-accredited psychiatry program.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and methods of psychiatry, general medicine, and surgery and skill in their application; current developments in the field of psychiatry; mental health care organization and procedures; principles and application of psychiatric social work, clinical psychology, physical therapy, various rehabilitation therapies, and other ancillary medical services; principles and techniques of psychiatric research; and principles and practices of effective supervision and directing health care providers.

Ability to: Direct the work of others; instruct in the principles and practices of psychiatry; interpret laboratory analyses and x-rays; prepare and supervise the preparation of case histories and the keeping of health care records; analyze situations accurately and take effective action; maintain effective working relationships with health care professionals and others; and communicate effectively.

SPECIAL PERSONAL CHARACTERISTICS

Persons appointed to this classification must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates or youthful offenders.

Assignments may include sole responsibility for the supervision of inmates or youthful offenders and/or the protection of personal and real property.

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code: SF37
Class Code: 9759
Established: 7/1/06
Revised: 2/22/08
Title Changed: --

SENIOR PSYCHIATRIST (SPECIALIST), CORRECTIONAL AND REHABILITATIVE SERVICES (SAFETY)

DEFINITION

Under general direction, in a State correctional facility or outpatient clinic in the California Department of Corrections and Rehabilitation or where Department of Mental Health is used as a contractor to provide diagnostic and treatment services, to provide advanced journey level psychiatric services to mentally ill patients; to maintain order and supervise the conduct of inmates or youthful offenders; to protect and maintain the safety of persons and property; and to do other related work.

DISTINGUISHING CHARACTERISTICS

Employees in this class may work in any of the State correctional facilities or outpatient clinics in either an institution or a parole setting. Employees may also be used in headquarters or field offices in a review and/or consultative capacity. This class is distinguished from classes at the higher levels by the responsibility for personally performing psychiatric evaluation and/or treatment as a regular assignment. The specialized training and teaching functions distinguish it from the lower-level class of Staff Psychiatrist.

TYPICAL TASKS

In a correctional setting, provides evaluation and/or treatment to patients requiring more complex psychiatric care; reviews clinical records of patients to assure their adequacy and proper administration; makes regular clinical rounds and special teaching rounds; provides consultation to mental health professional staff on the use of Federal Drug Administration (FDA) approved investigatory new drugs and other extra-formulary medication use pursuant to provisions of the Penal Code; provides consultation to mental health professional staff on new correctional mental health procedures that are required by the Legislature; plans training programs and participates in the training of staff and the instruction of residents, interns, and other health care providers; personally prepares and/or assists staff in the proper preparation of various required reports; develops new evaluation procedures in compliance with revised regulations; may preside at clinical conferences and advise staff on appropriate treatment techniques for specific cases;

and depending on particular qualifications, may be assigned to special teaching or administrative assignments; maintains order and supervises the conduct of persons committed to the California Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves, others, or to property; maintains security of working areas and work materials; and inspects premises and searches inmates or youthful offenders for contraband, such as weapons or illegal drugs.

MINIMUM QUALIFICATIONS

Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Medical Board of California or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.) and

Either Pattern I

Possession of a valid certificate in psychiatry issued by the American Board of Psychiatry and Neurology. and

Two years of experience in a psychiatric facility or on a hospital psychiatric service.

Or Pattern II

Satisfactorily completed specialized training requirements in psychiatry in programs that are either accredited by the Accreditation Council for Graduate Medical Education (ACGME), or certified by the Royal College of Physicians and Surgeons of Canada. Two patterns of training are acceptable:

Either I

Completion of a four-year residency program in psychiatry accredited by the ACGME. (Exception: Any applicant who completed a residency program in psychiatry that was accredited by the ACGME, or certified by the Royal College of Physicians and Surgeons of Canada at the time the applicant completed the residency will qualify under this pattern of training upon Department of Corrections and Rehabilitation verification that all residency requirements were successfully completed, and if all other requirements are met.) and

Two years of experience in a psychiatric facility or on a hospital psychiatric service.

Or II

Completion of a broad-based clinical year of ACGME-accredited training program in internal medicine, family medicine, or pediatrics; or an ACGME-accredited transitional year program that included a minimum of four months of primary care; or an ACGME-accredited residency in a clinical specialty requiring comprehensive and continuous patient care. and

Three years of postgraduate, specialized residency training in an ACGME-accredited psychiatry program. and

Two years of experience in a psychiatric facility or on a hospital psychiatric service.

(Candidates who are within six months of meeting these requirements may take the examination, but they cannot be appointed until these requirements are met.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and methods of psychiatry, general medicine, and surgery; current developments in the field of psychiatry, including developmental disabilities; principles of neurology; principles and application of psychiatric social work, clinical psychology, physical therapy, the various rehabilitative therapies, and other health care services; psychiatric research methods and techniques; and principles, methods, and objectives of training treatment personnel.

Ability to: Coordinate and participate in psychiatric research; analyze situations accurately and take effective action; maintain effective working relationships with health care professionals and others; and communicate effectively.

SPECIAL PERSONAL CHARACTERISTICS

Empathetic understanding of patients of a State correctional facility and of the problems of the mentally ill, delinquency, and adult criminality; willingness to work in a State correctional facility; alertness; keenness of observation; tact; patience; emotional stability; and demonstrated leadership ability.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this classification must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates or youthful offenders.

Assignments may include sole responsibility for the supervision of inmates or youthful offenders and/or the protection of personal and real property.

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code: SF36
Class Code: 9761
Established: 7/1/06
Revised: 2/22/08
Title Changed: --

SENIOR PSYCHIATRIST (SUPERVISOR), CORRECTIONAL AND REHABILITATIVE SERVICES (SAFETY)

DEFINITION

Under general direction, in a State correctional facility or outpatient clinic in the California Department of Corrections and Rehabilitation or where Department of Mental Health is used as a contractor to provide diagnostic and treatment services, to supervise physicians and other health care providers giving psychiatric care to mentally ill patients; give psychiatric services to such patients; to maintain order and supervise the conduct of inmates or youthful offenders; to protect and maintain the safety of persons and property; and to do other related work.

DISTINGUISHING CHARACTERISTICS

Employees in this class may work in any of the State correctional facilities or outpatient clinics in either an institution or a parole setting. Employees may also be used in headquarters or field offices in a review and/or consultative capacity. This class is distinguished from classes at the higher levels by the responsibility for personally performing psychiatric evaluation and/or treatment as a regular assignment. The supervisory responsibility distinguishes it from the lower-level class of Staff Psychiatrist and the Senior Psychiatrist (Specialist).

TYPICAL TASKS

Assists in the supervision necessary to maintain high standards of psychiatric and general medical care and treatment for an assigned unit; supervises the work of a small medical staff and assists in the coordination of their activities with those of the nursing, psychology, social work, rehabilitation therapy, and other health care providers; advises staff, either individually or by presiding at clinical conferences, on appropriate treatment techniques for specific cases; reviews clinical records of patients to assure their adequacy and proper administration; makes regular clinical rounds and special teaching rounds; examines and treats patients requiring more complex psychiatric care; plans training programs and participates in the training of staff and the instruction of residents, interns, and other

health care providers; evaluates the performance of assigned health care staff and takes or recommends appropriate action; participates in and helps coordinate clinical research carried on in his/her unit; depending on particular qualifications, may be assigned to specialized teaching or administrative assignments; maintains order and supervises the conduct of persons committed to the California Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves, others, or to property; maintains security of working areas and work materials; and inspects premises and searches inmates or youthful offenders for contraband, such as weapons or illegal drugs.

MINIMUM QUALIFICATIONS

Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Medical Board of California or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.)

and

Either Pattern I

Possession of a valid certificate in psychiatry issued by the American Board of Psychiatry and Neurology. and

Two years of experience in a psychiatric facility or on a hospital psychiatric service.

Or Pattern II

Satisfactorily completed specialized training requirements in psychiatry in programs that are either accredited by the Accreditation Council for Graduate Medical Education (ACGME), or certified by the Royal College of Physicians and Surgeons of Canada. Two patterns of training are acceptable:

Either I

Completion of a four-year residency program in psychiatry accredited by the ACGME. (Exception: Any applicant who completed a residency program in psychiatry that was accredited by the ACGME, or certified by the Royal College of Physicians and Surgeons of Canada at the time the applicant completed the residency will qualify under this pattern of training upon Department of Corrections and Rehabilitation verification that all residency requirements were successfully completed, and if all other requirements are met.) and

Two years of experience in a psychiatric facility or on a hospital psychiatric service.

Or II

Completion of a broad-based clinical year of ACGME-accredited training program in internal medicine, family medicine, or pediatrics; or an ACGME-accredited transitional year program that included a minimum of four months of primary care; or an ACGME-accredited residency in a clinical specialty requiring comprehensive and continuous patient care. and

Three years of postgraduate, specialized residency training in an ACGME-accredited psychiatry program. and

Two years of experience in a psychiatric facility or on a hospital psychiatric service.

(Candidates who are within six months of meeting these requirements may take the examination, but they cannot be appointed until these requirements are met.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and methods of psychiatry, general medicine, and surgery; current developments in the field of psychiatry, including developmental disabilities; principles of neurology; principles and applications of psychiatric social work, clinical psychology, physical therapy, the various rehabilitative therapies, and other health care services; psychiatric research methods and techniques; principles and practices of personnel management; principles, methods, and objectives of training treatment personnel; and principles of effective supervision.

Ability to: Coordinate and participate in psychiatric research; direct and coordinate the work of a professional staff; analyze situations accurately and take effective action; maintain effective working relationships with health care professionals and others; and communicate effectively.

SPECIAL PERSONAL CHARACTERISTICS

Empathetic understanding of patients of a State correctional facility and of the problems of the mentally ill, delinquency, and adult criminality; willingness to work in a State correctional facility; alertness; keenness of observation; tact; patience; emotional stability; and demonstrated leadership ability.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this classification must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates or youthful offenders.

Assignments may include sole responsibility for the supervision of inmates or youthful offenders and/or the protection of personal and real property.

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

Schematic Code: SF35
Class Code: 9774
Established: 7/1/06
Revised: 2/22/08
Title Changed: --

CHIEF PSYCHIATRIST, CORRECTIONAL AND REHABILITATIVE SERVICES (SAFETY)

DEFINITION

Under general direction, in a State correctional facility or headquarters in the California Department of Corrections and Rehabilitation, either (1) in a diagnostic or outpatient clinic to plan and direct the preventive and corrective general medical and psychiatric work with offenders; or (2) to plan and direct the psychiatric and mental health services programs in a correctional institution; or (3) in headquarters, has statewide responsibility for the Department's mental health program in such areas as program development, planning, standards, and evaluation; to maintain order and supervise the conduct of inmates or youthful offenders; to protect and maintain the safety of persons and property; and to do other related work.

TYPICAL TASKS

Investigates behavior problems or mental disorders; examines, diagnoses, classifies, prescribes treatment, and rehabilitation programs for offenders in a diagnostic or outpatient clinic and directs the staff engaged in this work; supervises and participates in the diagnosis, care, and treatment of psychotic inmates or youthful offenders in a correctional institution; secures and reviews data on heredity, congenital, and environmental factors pertaining to individual offenders; reviews medical examination findings for evidence of organic disturbances related to behavior disorders; applies findings of psychological examination; determines organic conditions related to behavior disorders and prescribes psychiatric treatment; gives or directs the giving of psychotherapy and other treatment for preventing and correcting behavior and physical disorders; directs and participates in staff conferences and clinics for the discussion of psychiatric problems of offenders and their care and treatment; recommends transfer, parole, or discharge of offenders, and recommends arrangements for follow-up and after-care during parole; secures and trains assistants; plans, directs, and evaluates their work and takes or recommends appropriate action with respect to their work performance; prepares reports and does research on problems of delinquency and adult criminality; maintains order and supervises the conduct of persons committed to the California Department of

Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves, others, or to property; maintains security of working areas and work materials; inspects premises and searches inmates or youthful offenders for contraband, such as weapons or illegal drugs.

In headquarters, is responsible for the development of policies and standards for the mental health program to assure compliance with existing laws and regulations. Organizes, directs, and evaluates institutional and outpatient treatment programs; provides technical advice to advisory committees and mental health professionals engaged in the delivery of mental health services; consults with professional organizations, public officials, Department staff, and community groups on all phases of the Department's mental health program; establishes and maintains liaison and cooperative relationships with the mental health profession and allied groups; represents the department on issues regarding the Mentally Disordered Offender Act; supervises the transfer of inmates to the Department of Mental Health pursuant to appropriate Penal Code sections; conducts studies and prepares reports; and addresses professional and lay groups as well as legislative and other committees.

MINIMUM QUALIFICATIONS

Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Medical Board of California or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.) and

Either Pattern I

Possession of a valid certificate in psychiatry issued by the American Board of Psychiatry and Neurology. and

Two years of experience as a psychiatrist in a correctional facility, in a psychiatric outpatient clinic, or in a diagnostic clinic.

Or Pattern II

Satisfactorily completed specialized training requirements in psychiatry in programs that are either accredited by the Accreditation Council for Graduate Medical Education (ACGME), or certified by the Royal College of Physicians and Surgeons of Canada. Two patterns of training are acceptable:

Either I

Completion of a four-year residency program in psychiatry accredited by the ACGME. (Exception: Any applicant who completed a residency program in psychiatry that was accredited by the ACGME, or certified by the Royal College of Physicians and Surgeons of Canada at the time the applicant completed the residency will qualify under this pattern of training upon Department of Corrections and Rehabilitation verification that all residency requirements were successfully completed, and if all other requirements are met.) and

Two years of experience as a psychiatrist in a correctional facility, in a psychiatric outpatient clinic, or in a diagnostic clinic.

Or II

Completion of a broad-based clinical year of ACGME-accredited training program in internal medicine, family medicine, or pediatrics; or an ACGME-accredited transitional year program that included a minimum of four months of primary care; or an ACGME-accredited residency in a clinical specialty requiring comprehensive and continuous patient care. and

Three years of postgraduate, specialized residency training in an ACGME-accredited psychiatry program. and

Two years of experience as a psychiatrist in a correctional facility, in a psychiatric outpatient clinic, or in a diagnostic clinic.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and methods of psychiatry including diagnosis and treatment of behavior problems, mental and emotional disturbances, and developmentally disabled; modern methods and principles of general medicine and neurology and skill in their application; literature and recent developments in the field of psychiatry; principles and practices of clinical psychology and psychiatric social work; principles and techniques of social psychiatric research; modern techniques, practices, and trends in the correction and prevention of delinquency and criminality; principles of effective supervision and personnel management; and principles, methods, and objectives of training treatment personnel.

Ability to: Apply the principles and methods of psychiatry including diagnosis and treatment of behavior problems, mental and emotional disturbances, and mental deficiency; coordinate, supervise, and evaluate the work of professional employees, and instruct and advise them in their work; formulate and effect practical and comprehensive plans for the psychiatric care and treatment of adult and juvenile offenders; establish and maintain cooperative relations with those contacted in the work; prepare clear and concise reports; and communicate effectively.

SPECIAL PERSONAL CHARACTERISTICS

Empathetic understanding of patients of a State correctional facility and of the problems of the mentally ill, delinquency, and adult criminality; demonstrated leadership ability; willingness to work in a State correctional facility; emotional stability; alertness; keenness of observation; tact; and patience.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to this classification must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates or youthful offenders.

Assignments may include sole responsibility for the supervision of inmates or youthful offenders and/or the protection of personal and real property.

DATE: July 22, 2008

TO: STATE PERSONNEL BOARD

FROM: Dave Rechs, Staff Personnel Program Analyst
Classification and Compensation Division

REVIEWED BY: Belinda Collins, Chief
Classification and Compensation Division

SUBJECT: Abolishment of Vacant Civil Service Classes

SUMMARY OF ISSUES:

In the interest of maintaining the State's overall classification plan, the Department of Personnel Administration and the State Personnel Board propose to abolish the following four vacant classifications. These classes have gone unused for more than twenty-four months, and their future use is not anticipated.

CONSULTED WITH:

Daphne Baldwin, State Personnel Board
Dave Lopez, State Personnel Board

All pertinent exclusive representatives have been noticed regarding this proposed class abolishment and there have been no objections.

RECOMMENDATIONS:

That effective July 22, 2008, the below civil service classes listed in this calendar be abolished.

Title	Class Code
Staff Supervisor Bureau of Milk Pooling	4293
Administrative Officer, District Agricultural Association	4831
Chief, Food and Drug Science Section	5472
Assistant Director (Medical) Department of Health Services, CEA	0658